



Community Center Manager

City of Miami Gardens, FL. (109,700)

Posted Date: 8/02/13

Deadline: 8/16/13, or until filled

Starting Salary: \$45,021 min. to \$56,277 mid. /DOQ

Nature Of Work

Employee in this class is responsible for providing oversight and direction for the daily operations of the Miami Gardens Community Center which includes a gymnasium, auditorium, multipurpose rooms, aquatic and fitness centers; ensures that the center offers new, fresh, and exciting programs, activities, and special events; ensures safety and cleanliness of the center. Administrative duties include budgeting, management of personnel, report writing, scheduling and monitoring of programs and facilities maintenance. Responsibilities include community outreach and media contact. Supervision is received from Assistant Director of Parks and Recreation.

Minimum Requirements

Graduation from an accredited four (4) year college or university, supplemented by course work in recreation, management, or a related field. Four years of experience in recreation center management, including at least three years in a supervisory capacity with considerable experience in the administration aspects of the work, e.g., budget development and personnel management, or any equivalent combination of acceptable education and experience providing knowledge, abilities, and skills cited above. Strong organizational skills required. First Aid and CPR certified preferred. Experience using database software, internet, spreadsheet and word processing software required. Possess and maintain a valid Florida driver's License at all times and satisfactory driving record throughout employment.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8001
www.miamigardens-fl.gov
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